



CORE MENU CHECKLIST

1. Base agrees to participate in AF Club Core Menu and signs the Signature Brand Operating Agreement (SBOA), see Attch 1.

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a. Club manager briefs club staff and RMFC on AF Club Core Menu initiative.

Start Date: _____	Completion Date: _____
OPR: Club Manager	

b. Club manager selects menu items and coordinates specifications and inventory requirements with their Prime Vendor.

Start Date: _____	Completion Date: _____
OPR: Club Manager	

c. Club designs new menu.

Start Date: _____	Completion Date: _____
OPR: Club Manager	

d. Club manager establishes training and implementation plan for club.

Start Date: _____	Completion Date: _____
OPR: Club Manager	

2. Club manager assesses the equipment needs (based on chosen menu items) and selects the necessary core equipment from Attch 2 and the AFNAF catalog for the club. AF will fund up to \$60K per club for equipment and shipping. All requests will be validated by your MAJCOM and HQ AFSVA/SVIC.

Start Date: _____	Completion Date: _____
OPR: Club Manager	

a. Club manager contacts manufacturer and verifies power specifications are compatible with facility (gas, electric, etc.) and obtains shipping charges.

Start Date: _____	Completion Date: _____
OPR: Club Manager	

b. Club manager coordinates with Civil Engineering to ensure facility is compatible with equipment. Submit AF Form 332, Base CE Work Request.

Start Date: _____	Completion Date: _____
OPR: Club Manager	

3. Club manager orders the core equipment. Follow the instructions below to ensure the order is placed in a timely fashion and the accounting transactions are recorded accurately.

Start Date: _____	Completion Date: _____
OPR: Club Manager	

Start Date: _____	Completion Date: _____
OPR: SVS/CC	



CORE MENU CHECKLIST

a. Complete the appropriate DD Form 250 from Attch 3. In block 13, type in the club's address, base POCs phone number (DSN), and a fax number (DSN or commercial). In blocks 15-20, list the equipment items. List shipping expense as a separate line item. The \$60K includes shipping expenses. In block 22, type in the name and office of the authorized receiver. Fax forms to your MAJCOM. See Attch 4 for your MAJCOM club POC and their fax number.

b. MAJCOM club representative validates the DD Form 250 and coordinates any changes with the base.

c. MAJCOM faxes the completed DD Form 250s to HQ AFSVA/SVIC to begin the ordering process. Fax number is DSN 487-7041 or commercial 210-652-7041.

d. AFSVA/SVIC reviews DD Form 250. Makes changes as needed.

e. AFSVA/SVIC works with AFNAFPO to place the order.

f. A call number is assigned to the DD Form 250 and annotated in Core Menu equipment tracking log.

g. AFSVA/SVIC forwards approved DD Form 250 to AFSVA/SVFR and SVCK to track funds for Core Menu.

h. AFSVA/SVFA assigns general ledger account codes and useful life for equipment. AFSVA/SVFA forwards forms to AFSVA/SVIC.

i. AFSVA/SVIC returns forms to the club.

Start Date: _____ Completion Date: _____
OPR: Club Manager

Start Date: _____ Completion Date: _____
OPR: MAJCOM

Start Date: _____ Completion Date: _____
OPR: MAJCOM

FOR HQ AFSVA/SVIC USE ONLY

Start Date: _____ Completion Date: _____
OPR: AFSVA/SVIC

Start Date: _____ Completion Date: _____
OPR: AFSVA/SVIC, AFNAFPO

Start Date: _____ Completion Date: _____
OPR: AFNAFPO

Start Date: _____ Completion Date: _____
OPR: AFSVA/SVIC/SVFR

Start Date: _____ Completion Date: _____
OPR: AFSVA/SVFA

Start Date: _____ Completion Date: _____
OPR: AFSVA/SVIC



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j. Club uses validated DD Form 250 as a receiving report. Authorized receiver of the club inspects the equipment and if accepted signs in block 21a. Club manager signs in block 22 and forwards to the base NAF Accounting office (NAF AO). NOTE: If you receive a partial order from one vendor, make a copy of your receiving report for that vendor and annotate it as "PARTIAL RECEIVING REPORT". Forward the partial receiving report to your base NAF AO.

Start Date: _____ Completion Date: _____
OPR: Club Manager/NAF AO

k. The NAF AO records accounting entries as shown on the receiving report. Some items will be placed on property records and others will not. Contact AFSVA/SVFAA, DSN 487-3480, if there are any questions on the accounting entries.

Start Date: _____ Completion Date: _____
OPR: NAF AO

l. RMFC signs and dates DD Form 250 in block 23 after receipt of goods to ensure the documentation was properly recorded in the accounting system.

Start Date: _____ Completion Date: _____
OPR: RMFC

m. The NAF AO faxes completed receiving reports to AFSVA/SVIC to ensure vendors are paid timely. NOTE: Fax each DD Form 250 as the order is received. Do not wait to receive all orders from all vendors as this will delay the payment process. AFSVA/SVIC will not accept final receiving reports unless the DD Form 250 has the signature of the base RMFC.

Start Date: _____ Completion Date: _____
OPR: NAF AO, AFSVA/SVIC

n. AFSVA/SVIC processes DD Form 250 with AFSVA/SVF/SVCK.

Start Date: _____ Completion Date: _____
OPR: AFSVA/SVIC/SVF/SVCK

o. AFSVA/SVF makes payment to vendor and forwards copies of paid vouchers to SVIC and SVCK

Start Date: _____ Completion Date: _____
OPR: AFSVA/SVF



CORE MENU CHECKLIST

4. Club makes final arrangements for implementation of AF Club Core Menu.

Start Date: _____	Completion Date: _____
OPR: Club Manager	

a. Confirms inventory requirements with your Prime Vendor.

Start Date: _____	Completion Date: _____
OPR: Club Manager	

b. Finalize menu design and print/order menus (locally or from AF contract).

Start Date: _____	Completion Date: _____
OPR: Club Manager	

c. Begin training staff.

Start Date: _____	Completion Date: _____
OPR: Club Manager	

d. Update Core Menu Manual as required.

Start Date: _____	Completion Date: _____
OPR: Club Manager	